

3. To change your password, enter your current password. Then, enter your new password and re-enter your new password. Select the **Save** link to update your password.

*Notes*

*As a security precaution, you should change your password on a regular basis. We recommend that you do this every 60 days.*

*Passwords must be between 6-12 characters long. You must use at least one of the following: an alphabetic character, a number, and a keyboard character, such as an asterisk (\*) or an exclamation point (!).*

## Managing Your Contributions

This section shows you how to view a list of your contributions (active and suspended) and how to make changes to your active gifts. You will also learn how to temporarily stop payments as well as how to permanently cancel a gift. If you want to print a report of your contributions, this section shows you how.

### Viewing Your Active Contributions

1. On your Home page or from the **Manage My Account** link, select **My Active Online Giving**:



The **My Active Online Giving** (Figure 12) window is displayed.

## Online Giving

### User Guide for Church Members

This window shows your active gifts (🟢) and suspended gifts (🔴), the next processing date for each gift, year-to-date giving totals, total amounts given, and pledged amounts, if any, for each fund.

Gift Name	Gift Type	Status	Next Gift Date	Cal. YTD Given	Total Given	Pledge \$	Details
<a href="#">Building Pledge Fund</a>	Pledge	🔴	3/18/2009	\$0.00	\$200.00	\$500.00	🔍 📄
<a href="#">Building Pledge Fund</a>	Pledge	🔴	3/27/2009	\$0.00	\$300.00	\$1,500.00	🔍 📄
<a href="#">Church Fund</a>	Recurring	🔴	3/18/2009	\$0.00	\$0.00	#	🔍 📄
<a href="#">Church Fund</a>	Recurring	🟢	1/27/2011	\$0.00	\$0.00	#	🔍 📄
<a href="#">Disaster Relief Fund</a>	Recurring	🟢	2/18/2011	\$25.75	\$25.75	#	🔍 📄

Figure 12. My Active Online Giving Window

### Customizing the Display of Active Contribution Information

Information about your contributions is initially displayed using the application's default settings. You can change default settings so that information is presented to suit your needs. This section shows you a couple of ways to reorganize your active online giving information.

#### Sorting the Display of Contribution Records

You can sort the records listed by clicking any one of the column headings. A sort icon appears to the right of the column name to indicate the column you are sorting on and the direction of the sort:

▲ : sorts the records in ascending order so that successively higher values (numeric or alphabetic) are displayed as you proceed down the page. That is, if the column displays numeric values, they are displayed from higher to lower. If the column displays alphabetic values, they go from Z to A.

▼ : sorts the records in descending order so that successively lower values (numeric or alphabetic) are displayed as you proceed down the list. That is, if the column displays numeric values, they are displayed from lower to higher. If the column displays alphabetic values, they go from A to Z.

Figure 12 shows an alphabetic sort in descending alphabetic order on the **Gift Name** column. However, if you have a long list of gifts and want to see when your next scheduled payment is, you may find it more useful to sort on the **Next Gift Date** column to view that information.